



## **Job Posting**

**Position Title:** Administrative Services Assistant 2 (00106531)

**Reports To:** Kathy Segers

**Location:**

Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN 37214

**Position Description:**

Under general supervision, is responsible for staff administrative work of average difficulty in support of line operations; and performs related work as required. This position reports to the Principal and under direction, performs a variety of clerical, secretarial, and other administrative functions required for the operation of the school and other instructional programs; performs other related duties as required. This position also ensures maintenance of confidential student records and interacts directly with students, parents/guardians, and instructional staff at the school.

**Specific Position Responsibilities:**

- Responsible for implementing and maintaining all office and school recordkeeping systems.
- Develops and tracks records and reports related to average daily attendance.
- Uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information; completes forms which include purchase orders, online supply orders, conference/travel claims, mileage claims, timesheets, and evaluation forms.



### **Job Posting**

- Creates and maintains student files utilizing an electronic student information management system.
- Using a computer, prepares, creates, and composes letters, reports, and other documents for the school or instructional programs; answers routine correspondence for the administrator; prepares documents from rough draft, notes, recordings, or oral instructions; prepares reports from confidential records; operates computer and standard office equipment; may provide technical support to staff.
- Acts as liaison between the school and the general public; greets and directs visitors; addresses standard inquiries by letter, phone, e-mail, fax or personal contact; maintains internal communication system insuring instructional, probation, and support personnel are kept informed of needed information; interacts with and assists students when necessary; assists students and parents/guardians as necessary; communicates as necessary with supervisor; maintains confidentiality of records.
- Generates daily substitute list; assists in arranging and scheduling substitute and temporary employees for the school; greets substitutes and assists with directions and questions; assists administrator and other staff in planning and preparing for staff meetings, in-services, conferences, and workshops; assists in the development of office procedures; insures appropriate security and safety methods are employed within the office; orders supplies. Performs other appropriate duties as assigned.

### **Qualifications:**

#### **Knowledge**

- Basic computer software and security knowledge
- Clerical skills: filing, typing, drafting correspondence, etc.
- Customer and personal service
- Knowledge of grammar
- Knowledge of mathematics



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### **Skills:**

- Active learning
- Active listening
- Reading comprehension
- Service orientation
- Time management
- Writing

### **Abilities:**

- Adaptability
- Respond effectively and positively to feedback.
- Work cooperatively with others and participate effectively in a team setting.
- Strong, positive interpersonal skills.

### **Education and Experience:**

Education equivalent to graduation from a standard high school and experience equivalent to two years of increasingly responsible full-time secretarial or office clerical work.

**OR**

Qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year-for-year basis; additional qualifying education at an accredited college, business school or technical institute in secretarial science may be substituted for the required experience on a year-for-year basis to a maximum of two years



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### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [jenny.robinson@tsbtigers.org](mailto:jenny.robinson@tsbtigers.org). Applications will be accepted until the close of business on July 20, 2016.

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